

WISHA Interim Operations Memorandum
Washington Department of Labor and Industries
#98-5-C
TRAINING REQUIREMENTS FOR NEWLY HIRED WISHA STAFF

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Background

The Department of Labor and Industries recognizes the value of a highly trained workforce in fulfilling its obligations under Title 49.17 RCW, the Washington Industrial Safety and Health Act (WISHA). Training serves a variety of purposes, including maintaining and expanding the technical expertise of enforcement and consultation staff. In the recently approved Performance Agreement with the federal Occupational Safety and Health Administration (OSHA), the department agreed to ensure that WISHA staff receive a minimum of 40 hours of technical training related to their job duties each year. In addition, federal OSHA has asked WISHA to update existing documents in order to define clear training requirements for new hires into the program.

This interim memorandum, which will remain in place until more formal guidance can be finalized, provides guidance regarding training requirements for newly hired WISHA enforcement and consultation staff, including all WISHA industrial hygienists (IHs) and safety and health specialists (S&HSs) who began their duties on or after July 1, 1997.

Policy

1. No WISHA enforcement and consultation staff are expected to engage in independent inspection or consultation activity prior to completing WISHA Course 100, "Introduction to WISHA."
 - a. WISHA Course 100 will be offered at least three times a year and will not be canceled if at least one new WISHA hire is registered for any given course offering.
 - b. This requirement does not apply to IHs or S&HSs who promote or transfer within WISHA; it *does* apply to other staff who may have worked within WISHA in an administrative or support capacity and who have now been hired as an IH or S&HS.
 - c. Staff who have been hired since July 1, 1997 and who have not yet taken the course should register to attend as soon as possible.
 - d. Relatively new staff hired before July 1, 1997 who have not taken WISHA Course 100 are strongly encouraged to attend, as are other staff whose supervisors believe the course would be of value.

2. Supervisors must assess each new hire's familiarity with the content of each of the following "core" classes for new WISHA staff (all of which are offered at least three times each year, with at least one of those offerings in eastern Washington, and none of which are subject to cancellation if at least one new WISHA hire is registered):
 - a. WISHA Course 101, Module 1 (APP, Late-Night Retail, Lockout/Tagout, Sanitation, PPE, and Machine Guarding)
 - b. WISHA Course 101, Module 2 (Material Handling, Forklifts, Hazardous Materials, Storage/Handling of Liquefied Gas, and Fire Protection)
 - c. WISHA Course 101, Module 3 (Hand Operated Power Tools, Abrasive Blasting, Welding Surfaces, Ladders, Scaffolds and Compressed Gases)
 - d. WISHA Course 101, Module 4 (Basic Electrical)
 - e. WISHA Course 102 (Evidence Gathering and Documentation)
 - f. WISHA Course 103 (Industrial Hygiene for Safety and Health Specialists)
 - g. WISHA Course 111 (Accident Investigation)
3. In addition to WISHA Course 100, staff hired as S&HS2s, S&HS3s and S&HS4s are expected to complete WISHA Course 102 in their first year of employment and WISHA Course 111 in their first two years of employment. They are also expected to complete the other courses listed above *or* be certified in writing by their immediate supervisor as familiar with the course material.
 - a. In relation to a, b, and c above the training must be completed or the certification provided within one year of the employee's hire date.
 - b. In relation to d and f above, the training must be completed or the certification provided within two years of the employee's hire date.
 - c. The supervisor must remain aware of the employee's documented level of training when making job assignments. Employees who have not been trained or certified in the first three modules of WISHA Course 101 should engage in only limited and carefully monitored inspection or consultation activity.
4. In addition to WISHA Course 100, enforcement or consultation staff hired as S&HS1s must complete the courses listed in 2 above during their first year of employment (this is a requirement of the training plan under which such staff have been hired and cannot be waived).
 - a. S&HS1s must also complete at least 120 hours of industry-specific WISHA technical training (see WISHA Interim Memorandum #98-5-D for further guidance on how to determine whether a particular course qualifies as "WISHA technical training").
 - b. S&HS1s must also complete the Department of Personnel's "Serving Difficult Clients."
5. In addition to WISHA Course 100, enforcement or consultation staff hired as IHs are expected to complete WISHA Course 102 within their first year of employment and WISHA Course 111 within the first two years of employment.